United Nations ST/IC/2010/21

Secretariat

6 July 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2010 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the United Nations Secretariat who wish to take the national competitive recruitment examinations at the P-2 level in 2010, in accordance with the provisions of administrative instruction ST/AI/2010/8. Further details, including descriptions of occupational groups and sample papers, can be obtained from the following websites: http://careers.un.org/ or http://www.un.org/Depts/OHRM/examin/exam.htm.

2. The 2010 national competitive recruitment examinations will be tentatively held on 1 December 2010 in the following P-2 occupational groups: administration, demography, economics, human rights, legal affairs, radio production (Arabic, Chinese or French), security, statistics and web design/development.

3. A list of participating Member States is contained in annex II to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/2010/8 may apply by filling out accurately and completely, in English or French, the online application form available at the United Nations Careers portal (http://careers.un.org/). The application must be submitted through the website no later than 19 September 2010. Late or incomplete applications will not be considered. Alternatively, staff members who meet the conditions set out in administrative instruction ST/AI/2010/8 may apply by completing the attached application form and an updated Personal History (P11) or Personal History Profile (PHP) and forwarding them, by 19 September 2010, to: 2010 NCRE (Staff members), Examinations and Tests Section, Room CS-1115D, Staffing Service, Strategic Planning and Staffing Division, Office of Human Resources Management. The two most recent performance appraisal forms (PAS) and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

* Expiration date of the present information circular: 31 December 2011.

10-46778 (E) 300710

Please recycle

United Nations application form for the 2010 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only

Section I
Personal data

Last name: _____ Room No.: _____ Ext.: _____

First name: _____ Index No.: _____

E-mail: _____ Nationality: _____

Gender: _____ Grade: _____ Duty station: _____

Department: _____ Appointment: _____

EOD date: _____ Expiration date: _____

Date of birth: _____

Section II
Type of examination

Occupational group (one only): _____

Latest copy of performance appraisal (PAS) attached: _____

Period covered in PAS: _____

Copies of degrees attached: _____

Updated P11 or PHP attached: _____

This application, together with the documentation requested in section II, should be submitted by 19 September 2010 to the Examinations and Tests Section, Staffing Service, Strategic Planning and Staffing Division, Room CS-1110F. Applications may also be submitted by e-mail (OHRM-NCE2010@un.org) or faxed to +1-212-963-3683.

Date: _____ Signature: ___

Annex I

Description of disciplines

Administration

1. Work performed within this area relates to a wide range of assignments in the provision of staff support to the internal operations and projects of the Organization. These various areas of support include, but are not limited to, the following:

(a) Management of staff resources, which includes work concerned with formulating and implementing policies relating to the management of human resources for the Organization and conducting programmes concerning staff recruitment, training, career development, promotion, compensation, benefits and staff-management relations;

(b) Budget analysis, which includes work concerned with reviewing the budgetary requirements of the Organization and making recommendations on the appropriation of funding levels and revenue projections;

(c) Management analysis, which includes work concerned with reviewing, examining and evaluating organizational structures and management systems; it also includes recommendations to line management regarding changes in organizational structure, management of physical, financial, and human resources, organization methods, procedures, forms and records management to promote efficiency within units;

(d) Procurement management, which includes work concerned with negotiating and contracting for the purchase or rental of equipment, products, supplies and services;

(e) Administrative support, which includes work of a general administrative nature concerned with providing staff services for management such as personnel processing, budget preparation control, housekeeping and supplies;

(f) General Service management, which includes work concerned with the management, maintenance and security of the physical plant facilities, communication systems and transportation systems of the Organization; the direction of activities of staff engaged in the operation and maintenance of equipment and facilities, and arranging and monitoring the work of outside contractors in this area;

(g) Project administration includes work concerned with providing staff support to the Organization's technical assistance, disaster relief and economic development projects. Duties include preparing budgets for projects, purchasing supplies, developing staffing requirements and workplans, mobilizing relief in a disaster situation, arranging such other services necessary to facilitate completion of projects, and researching and developing disaster relief plans in cooperation with other countries.

2. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: public or business administration, commerce, finance, marketing, human resources management and other relevant disciplines.

Demography

3. Work performed within this area relates to a wide range of assignments in the areas of population policies, fertility and family planning, population projections, trends and structures and issues related to development and population.

4. Work focuses on two professional specializations: (a) demographic analysis and population studies; and (b) population policies and development.

5. Assistant Population Affairs Officers and Population Affairs Officers mainly engage in research work. Assistant Population Affairs Officers normally work under the supervision of the senior Population Affairs Officers, but they also undertake independent research work. Besides the Population Division of the Department of Economic and Social Affairs of the United Nations Secretariat, each regional economic commission has its own population section, where similar functions are conducted such as: analysing fertility and mortality levels, trends and differentials; studying volume and characteristics of migration in the region; examining population spatial distribution; producing estimates of demographic and related socio-economic indicators to be used as benchmark data for United Nation system projects; carrying out specific population projects; undertaking studies on the determinants and consequences of population variables with a view to assisting in formulating population policies; reviewing population policies and measures in the region; following up on the review and appraisal of the world population plan of action at the regional level; promoting the integration of population variables into the various planning processes.

6. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: demography, sociology, statistics and economics with and emphasis on population studies.

Economics

7. Work performed within this area relates to a wide range of assignments in which theoretical and practical economic services are provided to the Organization. The tasks of the occupation vary considerably depending upon the assignment and include, but are not limited to, the following:

(a) Economic and/or sector analysis: collecting, evaluating, interpreting, analysing specified statistics and qualitative socio-economic information obtained from a variety of sources and pertaining to particular sectors, countries, regions or development topics; maintaining databases and programmes for database management and organizing non-quantitative information; assisting in the design, testing, operation and modification of econometric models; preparing briefing notes, inputs to speeches and similar material on economic or sector issues in a form that is meaningful to non-specialists; preparing first drafts of sector, country or regional components of analytical studies on development issues and policies; assisting in the organization and servicing of expert group meetings, seminars, etc., on development issues;

(b) Intergovernmental support: preparing inputs for reports to intergovernmental bodies; following intergovernmental meetings and preparing summary reports and similar material; preparing inputs to statements by members of

the Bureau and Secretariat staff to such meetings; assisting in the organization of panels, round tables, etc., on development issues for intergovernmental processes;

(c) Technical cooperation: compiling and analysing the data and other information necessary for the preparation of technical cooperation project proposals in the area of economic development; preparing documentation for technical cooperation programmes and projects; contributing to the preparation of material for the approval of regional, country or sector technical cooperation projects; monitoring, backstopping and assessing the implementation of technical cooperation programmes and projects.

8. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: macroeconomics, microeconomics, international trade, political economy, econometrics, development planning and analysis, economic development and growth, and public economics.

Human rights

9. Work performed within this area relates to formulating, communicating, implementing and evaluating policies, practices and activities for the promotion and protection of all human rights for all people. The tasks of the discipline vary considerably depending upon the assignment and may include, but are not limited to:

(a) Technical cooperation, advisory and field services: supporting the technical cooperation programmes and human rights monitoring mechanisms, including field presence, by identifying the needs of governments for advisory and technical cooperation, designing, developing and implementing country-specific capacity-building projects, gathering and analysing information regarding human rights situations in various countries;

(b) Research and analysis: conducting substantive research projects on the right to development and the whole range of human rights issues, analysing and drafting reports, backgrounders and position papers relating to human rights questions, providing policy analysis, advice and guidance on substantive procedures, researching right-based development strategies and supporting the integration of human rights into the United Nations system-wide programmes;

(c) Support to the human rights bodies and mechanisms: planning, preparing and servicing sessions and meetings, preparing reports and other documents for the human rights treaty bodies, following up on decisions and recommendations made at meetings of human rights bodies, processing individual communications under the complaint procedures, supporting the work of special rapporteurs, and servicing voluntary funds and the Board of Trustees.

10. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: law, international relations, economics, social and political sciences, all of which must be with a specialization in human rights. The requirement for a specialization in human rights in any of the above-mentioned disciplines can be waived if the applicant has at least two years of work experience at the national or international level in an area relevant to human rights or two years of work experience in technical cooperation or project management, including budget management.

Legal affairs

11. Work performed within this area relates to serving as legal researchers and advisers for the Organization. The tasks of the occupation vary considerably and may include, but not be limited to, some of the following: drafting legal opinions and briefs regarding various aspects of the Charter of the United Nations and other legal instruments of the Organization; preparing legal research papers on various topics such as international law, treaty law, human rights, trade, energy, environment, law of the sea, natural resources and outer space; preparing draft rules and procedures for the Organization; serving as a secretary to one of the organs of conferences of the Organization and, in this capacity, preparing draft agendas, resolutions, minutes, etc.; negotiating agreements between the Organization and Governments, arrangements or agreements between the Organization and vendors for the provision of goods or service; serving as support to internal recourse committees; representing the Organization before the Administrative Tribunal or other judicial or arbitral bodies; acting as legal adviser to peacekeeping and other missions.

12. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: law, public law, international law, law of the sea, human rights law, and international humanitarian law.

Radio production

13. Work performed within this area relates to a wide range of assignments in producing and disseminating information about the United Nations, its aims and activities and its policies and programmes to the information media of the world, other organizations and the general public. These various services include, but are not limited to, the following: writing, narrating, producing and broadcasting radio news, and/or feature/documentary programmes in the official languages of the United Nations on the global activities of the United Nations; monitoring and researching on a daily basis the activities of the organizations, funds and programmes of the United Nations system; initiating contact and liaising with substantive departments of the United Nations system and other relevant sources on topical issues for radio programming; conducting interviews, gathering audio material, performing audio desktop editing and management of sound files; undertaking digital editing and recording; undertaking relevant research within and outside the United Nations, and going on field assignments to generate original materials and other current affairs for programming; liaising with broadcasting and non-governmental organizations regarding usage of radio programmes; and contributing ideas to programme planning and promotional efforts.

14. Owing to the current needs of the Organization, this examination will be held for Arabic, Chinese and French radio broadcasting only.

15. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: communications, broadcast journalism or media studies. Applicants with a first-level university degree in a field relevant to the work of the Organization, i.e., political science, international relations, modern history, social science, economics, or legal affairs, and with work experience in public information as television or radio producer will also be considered. In addition to the education requirement, a

minimum of two years experience in radio or television broadcast journalism as writer, producer or editor are required. Fluency in English (both oral and written) is required. Since this examination will be held for Arabic, Chinese and French radio broadcasting only, fluency in Arabic, Chinese or French (both oral and written) is also required.

Security

16. Within limits of delegated authority, the Associate Security Officer may be responsible for the following duties: preparing draft security plans for specific areas of operations; conducting security assessments, in accordance with the United Nations security risk management model, to ensure the safety of staff to enter or return to a location where actual or suspected problems exist; investigating and preparing reports on minor cases of theft, illegal entry, assault, or other incidents when the extent of the infraction is readily determinable; developing drafts of specific security threat and risk assessments associated with threats by criminal, terrorist or extremist groups to the Organization system and its individual components; the assessments include electronic crime tracing and determination of the severity and possible impact on the Organization; developing and enhancing, at the local level, the methodology for risk assessments, maintenance of databases of threats and associated risks; timely distribution of assessment of risks to United Nations duty stations and field offices affected by identified threats; coordinating assessment activities with the appropriate focal points within the Department of Safety and Security and security focal points of the United Nations system organizations; on-site coordination of specific security operations, including but not limited to VIP visits, evacuation and relocation, convoy movements and response to incidents or emergencies (including those involving casualties); assisting in the recruitment, training and supervision of junior staff; acting in a higher level capacity in the temporary absence of more senior security professionals.

17. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: criminology, criminal justice, security management or related fields. Military or police academy training equivalent to a first-level university degree will also be considered if the applicant has at least two years of relevant work experience.

Statistics

18. Work performed within this area relates to a wide range of assignments in which statistical services are provided to the Organization. The tasks of the occupation vary considerably depending upon the assignment and include, but are not limited to, the following: preparing and designing questionnaires or other research instruments for the collection of statistical data from Member States for the statistical yearbooks and other publications giving comparative worldwide statistics; and more generally collecting, processing and disseminating data from Member States; providing technical assistance to developing countries to assist them in strengthening their national statistical capacity; assisting Member States in developing standardized statistical classifications, definitions and methods in such areas as economic statistics, like industrial, energy and trade statistics and national accounts and environment, social statistics, demography; developing statistical methods for data validation and estimation; conducting research in the area of index calculation and seasonal adjustments.

19. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: statistics, mathematics, economics with a specialization in statistics and/or econometrics, social sciences with a specialization in statistics and demography.

Web design/development

20. Work performed within this area relates to a wide range of assignments in which web design and development services are provided to the Organization. The tasks of the occupation vary considerably depending upon the assignment and include, but are not limited to, website development, initial project requirements, wire-framing, mock-up, and UI design; website management, site taxonomy, navigation, usability; website design, graphics design and presentation, taking into account requirements of the six official languages of the United Nations and accessibility for people with disabilities; website programming, web application development and programming, including the establishment and programming of databases. Demonstrated proficiency in SQL programming, Interface Design, Adobe Photoshop and Illustrator; Multimedia and Macromedia Flash; ASP/ASP.NET, HTML; CSS; Java, Microsoft-SQL, Dreamweaver, Visual Studio and content management systems.

21. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: web design and programming, or other relevant fields, such as computer information systems, graphic arts and public information, provided that the applicant can demonstrate at least three years of experience in web design/production (working with software programmers in a multilingual web-application environment) and developing websites in multiple browsers; creating and manipulating existing and original graphic design elements for client websites using design programmes and various programming languages; maintaining and updating content and graphics on existing websites; laying out HTML/ASP web pages with a database back-end; deploying websites on Apache or IIS and handling SSLs; producing comprehensive visuals to give clients conceptual and visual information that will determine the final look and feel of projects, web copywriting and editing.

Annex II

List of Member States participating in the 2010 national competitive recruitment examination programme

Afghanistan
Angola
Antigua and Barbuda
Belgium
Brunei Darussalam
Comoros
Democratic People's Republic of Korea
Dominican Republic
Equatorial Guinea
Finland
Grenada
Iran (Islamic Republic of)
Japan
Latvia
Liberia
Libyan Arab Jamahiriya
Liechtenstein
Monaco
Montenegro
Mozambique
Namibia
Nepal
Norway
Saint Lucia
Samoa
Saudi Arabia
Slovenia
Solomon Islands
Spain
Tonga
Turkey
United Arab Emirates
United Kingdom of Great Britain and Northern Ireland
United States of America
Yemen

United Nations

Secretariat

11 August 20

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2010 national competitive recruitment examinations**

Corrigendum

Annex II

The list of participating Member States contained in annex II should read as

Afghanistan	Mozambique
Angola	Namibia
Antigua and Barbuda	Nepal
Belgium	Norway
Brunei Darussalam	Republic of Korea
Comoros	Saint Lucia
Dominican Republic	Samoa
Equatorial Guinea	Saudi Arabia
Finland	Slovenia
Grenada	Solomon Islands
Iran (Islamic Republic of)	Spain
Japan	Tonga
Latvia	Turkey
Liberia	United Arab Emirates
Libyan Arab Jamahiriya	United Kingdom of Great Britain and Northern
Liechtenstein	United States of America
Monaco	Yemen
Montenegro	

* Expiration date of the present information circular: 31 December 2011.

10-48333 (E) 160810

United Nations ST/IC/2010/22

Secretariat

23 July 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2010 competitive examination for recruitment to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2010 competitive examination for recruitment to the Professional category, in accordance with the provisions of administrative instruction ST/AI/2010/7.

2. The 2010 competitive examination for recruitment to the Professional category is scheduled to be held on 1 December 2010 (written component) and in March/April 2011 (oral component). For candidates convoked in two occupational groups, the two specialized papers are administered on the same day.

Selection of occupational groups and total number of recruitments per year

3. The Office of Human Resources Management has conducted a workforce planning exercise to establish the occupational groups at the Professional level (P-1 and P-2) for which examinations are needed, and the projected vacancies in those groups. The total number of posts subject to geographical distribution which can be filled in a given year by successful candidates from this examination will be up to 10 per cent of the number of staff, other than language staff, recruited during the previous calendar year at the junior Professional level (P-1 and P-2) after passing a competitive examination.

4. In addition, up to seven recruitments can be made against vacant Professional posts not subject to geographical distribution, other than language posts, and up to three recruitments in duty stations with chronically high vacancy rates, supported by evidence that no successful candidates from the national competitive recruitment examinations are available as certified by the Office of Human Resources Management.

5. On the basis of these projections of organizational needs, the Office of Human Resources Management has selected the following occupational groups for the examination:

* Expiration date of the present information circular: 31 December 2011.

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(a) **Administration**, which covers work such as that of administrative officers, budget officers, human resources officers, procurement officers and project management officers;

(b) **Demography**, which covers work such as that of population affairs officers;

(c) **Economics**, which covers work such as economic affairs officers;

(d) **Human rights**, which covers work such as that of human rights officers, humanitarian affairs officers and political affairs officers;

(e) **Legal affairs**, which covers work such as that of legal affairs officers;

(f) **Radio producer (Arabic, Chinese or French)**, which covers work such as that of radio producer, public information officers and press officers;

(g) **Security**, which covers work such as that of security officers;

(h) **Statistics**, which covers work such as that of statisticians and related work in areas such as economics, environment, social statistics, demography and trade;

(i) **Web design/development**, which covers work such as that of web designers, web developers and website officers.

Eligibility

6. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take the competitive examination in a particular occupational group, provided that he or she:

(a) Has a minimum of five years of continuous service in the Secretariat, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 7 below;

(b) Has a rating of at least "fully meets performance expectations" or "fully successful performance" in his or her two most recent performance assessments;

(c) Holds a United Nations appointment valid at least until 31 May 2011;

(d) Meets the minimum eligibility criteria set out in paragraphs 8 to 10 of the present information circular.

7. Short breaks in service of not more than six months may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and by 31 December 2010 would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

Eligibility criteria

8. Staff members are invited to apply for one of the occupational groups in which the examination is to be held on 1 December 2010. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the

occupational group for which the candidate has applied. Detailed requirements are as follows:

(a) **Administration**: first-level university degree in public or business administration, commerce, finance, marketing, human resources management or another relevant discipline;

(b) **Demography**: first-level university degree in demography, sociology, statistics or economics with an emphasis on population studies;

(c) **Economics**: first-level university degree in macroeconomics, microeconomics, international trade, political economy, econometrics, development planning and analysis, economic development and growth, and public economics;

(d) **Human rights**: first-level university degree in law, international relations, economics, social or political sciences, all of which must be with a specialization in human rights. The requirement for a specialization in human rights in any of the aforementioned disciplines can be waived if the applicant has at least two years of work experience at the national or international level in an area relevant to human rights or two years of work experience in technical cooperation or project management, including budget management;

(e) **Legal affairs**: first-level university degree in law, public law, international law, law of the sea, human rights law and international humanitarian law;

(f) **Radio producer**: first-level university degree in communication, broadcast journalism or media studies. Applicants with first-level university degree in a field relevant to the work of the Organization, namely, political science, international relations, modern history, social science, economics or legal affairs, and with work experience in public information as a television or radio producer, will also be considered. In addition to the education requirement, a minimum of two years experience in radio or television broadcast journalism as writer, producer or editor are required. Fluency in English (both oral and written) is required. Since this examination will be held in radio production for Arabic, Chinese and French radio broadcasting only, fluency in Arabic, Chinese or French (both oral and written) is also required;

(g) **Security**: first-level university degree in criminology, criminal justice, security management or related field. Military or police academy training equivalent to a first-level university degree will also be considered if the applicant has at least two years of relevant work experience;

(h) **Statistics**: first-level university degree in statistics, mathematics, economics with a specialization in statistics and/or econometrics, social sciences with a specialization in statistics, or demography;

(i) **Web design/development**: first-level university degree in web design and programming, or other relevant fields, such as computer information systems, graphic arts and public information, provided that the applicant can demonstrate at least three years of experience in web design/production (working with software programmers in a multilingual web-application environment) and developing websites in multiple browsers; creating and manipulating existing and original graphic design elements for client websites using design programs and various programing languages; maintaining and updating content and graphics on existing

websites; laying out HTML/ASP web pages with a database back-end; deploying websites on Apache or IIS and handling SSLs; producing comprehensive visuals to give clients conceptual and visual information that will determine the final look and feel of projects; web copywriting and editing.

Staff members who have a degree or degrees broadly related to two occupational groups offered in 2010 may apply to take the examination in each of the two groups.

9. Staff members who had served in the Secretariat for at least five years by 31 December 1989 will be allowed to take the examination in any one of the occupational groups for which the examination is held in 2010 upon providing evidence of post-secondary academic qualifications. Should such staff members hold a first-level university degree or degrees broadly related to the occupational groups offered in 2010, they may apply to take the examination in a second occupational group to which their degree is broadly related (see para. 8).

10. Staff members should provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 6.

Applications

11. The preferred way to submit applications is through the Careers portal. Staff members who wish to submit an application should fill out accurately and completely, in English or French, the online application form available from the Careers portal (http://careers.un.org/) and submit it with all the required documentation through that website no later than 10 September 2010. Alternatively, staff members may complete the application form contained in the annex to the present information circular and submit it with all the required documentation to the Central Examinations Board no later than 10 September 2010. The staff member's two most recent performance reports must also be submitted with the application.

Format and substance of the examination

12. The examination consists of a written examination and an oral examination related to the occupational group concerned.

Written examination

13. The written examination, which accounts for 80 per cent of the total marks, consists of the following two sections:

(a) A general paper that tests drafting skills (45 minutes);

(b) A specialized paper (3 hours and 45 minutes) that tests the candidate's substantive knowledge of the particular occupation.

Oral examination

14. On the basis of performance in the written examination, the Board of Examiners will invite successful examinees to take an oral examination. The oral examination, which accounts for 20 per cent of the total marks, will consist of a competency-based interview designed to test the examinee's general knowledge of international affairs and of the United Nations core values and competencies that are necessary for positions in the respective occupational groups. Examinees serving at

duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

Establishment of the roster and recruitment of successful candidates

15. Successful candidates in the examination will be placed on a roster from which programme managers may select candidates to fill positions at the P-2 level in the Organization. Candidates will remain on the roster until they are selected for a position. In a given calendar year, the total number of recruitments may not exceed the numbers indicated in paragraphs 3 and 4 above.

Annex

Application for the competitive examination for recruitment to the Professional category of staff members from other categories

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information provided by the applicants. It is the responsibility of the applicants to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 10 September 2010.

Section I. Personal data

Please type or print legibly.

Last name (family name):

First name:

Nationality:

Sex: F M Index No.:[a] Category: Present level:

Type of appointment: Fixed-term: Probationary: Permanent:

Expiration or review date: Day: Month: Year:

Date of birth: Day: Month: Year:

Date of entry into the United Nations Secretariat: Day: Month: Year:

Date of two most recent PAS: Day: Month: Year:
Day: Month: Year:

Please submit a copy of your two most recent Performance Appraisal System reports (PAS) with your application.

[a] Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Main language (mother tongue): _____

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Administration _____ Demography _____ Economics _____ Human rights _____

Legal affairs _____ Radio producer (Arabic, Chinese or French) _____ Security _____

Statistics _____ Web design/development _____

Duty station: _____

Department/office: _____
(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Home telephone No. _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐ 2008 ☐ 2009 ☐

For which occupational group(s)? _____

Did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐ 2008 ☐ 2009 ☐

Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied to take or have taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

Certificate, diploma or degree *(Exact title in original language. For work towards a degree, please list number of credits.)*	***Institution name*** ***Place*** ***Country***	***Period of study*** Month Year	***Description of courses or main field of study***
Secondary studies		From:	
		To:	
Post-secondary studies		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

If you need more space, attach additional pages.

[b] You are strongly encouraged to attach your current personal history profile or personal history form in lieu of completing sections II, III and IV of the present form.

Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

Section IV. Languages

If you passed a United Nations language proficiency examination (LPE), please indicate the year in which you obtained the certificate. If you did not pass this examination, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	*LPE year*	*Read*	*Understand*	*Speak*	*Write*	*Institution and diploma (period(s) of study)*

Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐ Index No.: ☐☐☐☐☐☐

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Administration _____ Demography _____ Economics _____ Human rights_____

Legal affairs _____ Radio producer (Arabic, Chinese or French)_____Security _____

Statistics _____ Web design/development_____

Highest educational level:

High school ☐ Post-secondary ☐ Bachelor's degree ☐ Master's degree ☐ Other (PhD, etc.) ☐

Section VI. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than 10 September 2010 in a sealed envelope marked Confidential, addressed to:

Central Examinations Board Secretariat
Examinations and Tests Section
Office of Human Resources Management, Room CS-1115D
Court Square
24-01 44th Road
Long Island City, NY 11101, USA
Fax: (212) 963-3683

e-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application if possible. Where a fax machine is not available, please use the United Nations pouch.

Important: applications that are incomplete or do not include essential information may be rejected.

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I also understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Two most recent PAS reports

Competitive examination for recruitment to the Professional category of staff members from other categories

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

Central Examinations Board stamp

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.

United Nations ST/IC/2010/22/Amend.1

Secretariat

19 August 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2010 competitive examination for recruitment to the Professional category of staff members from other categories**

Amendment

Section 6 (a) is replaced by the following:

Will have had a minimum of five years of continuous service in the Secretariat by 31 December 2010, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 7 below;

* Expiration date of the present information circular: 31 December 2011.

10-49095 (E) 230810

Please recycle

United Nations ST/IC/2010/23

Secretariat

9 August 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Designation of non-family missions and duty stations for purposes of the rest and recuperation scheme**

1. In accordance with administrative instruction ST/AI/2010/9 on rest and recuperation and following consultations with the Department of Field Support, the Department of Political Affairs and the Office for the Coordination of Humanitarian Affairs, the present circular is issued to inform staff members that the non-family missions and designated duty stations for purposes of rest and recuperation are as follows:

Non-family missions

BINUB (Burundi)

BINUCA (Central African Republic)

MINURCAT (Chad)

MINURSO (Western Sahara)

MINUSTAH (Haiti)

MONUSCO (Democratic Republic of the Congo)

UNAMA (Afghanistan)

UNAMI (Iraq)

UNIFIL (Lebanon)

UNIPSIL (Sierra Leone)

UNMIK (Kosovo)

UNMIL (Liberia)

UNMIN (Nepal)

* Expiration date of the present information circular: 31 December 2010.

10-48005 (E) 130810

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UNMIS and UNAMID (Sudan)

UNMIT (Timor-Leste)

UNOCI (Côte d'Ivoire)

UNOGBIS (Guinea-Bissau)

UNRCCA (Turkmenistan)

UNSCO (Gaza City and Ramallah)

Designated duty stations

Chad (Koukou Angarana)

Ethiopia (Awassa, Oromia Region, Gode, Kebredahar and Jijiga, Somalia Region)

Guinea (Conakry, Kissidougou and Nzérékoré)

Indonesia (entire Aceh Province)

Kyrgyzstan (Osh)

Niger (Agadez, Diffa, Maradi, Tahoua and Zinder)

Pakistan (entire country)

Papua New Guinea (entire country)

Philippines (Cotabato City)

Russian Federation (Nazran and Vladikavkaz)

Somalia (entire country)

Sri Lanka (Amparai, Batticaloa, Jaffna, Kilinochchi, Mannar Island, Mullaittivu, Trincomalee and Vavuniya)

Uganda (Adjumani, Arua, Gulu, Hoima, Kitgum, Lira, Mbarara, Moroto, Moyo, Pader and Soroti)

Yemen (Sanaa)

2. The list of duty stations set out in paragraph 1 above may be amended in the event of significant changes in the mission or location environment during the course of the year.

United Nations ST/IC/2010/24

Secretariat

17 August 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the sixty-fifth session of the General Assembly**

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by Assembly resolution 57/301, the sixty-fifth session of the Assembly will open on Tuesday, 14 September 2010. Accordingly, from 14 September 2010 until the last day of the main part of the regular session of the Assembly, normal working hours will be eight and a half hours per day.

2. In accordance with Secretary-General's Bulletin ST/SGB/2003/4, heads of departments or offices may authorize flexible working arrangements, subject to exigencies of service. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the sixty-fifth session of the General Assembly until further notice, normal working hours will again be eight hours per day.

* Expiration date of the present information circular: 31 December 2010.

10-48740 (E) 230810

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United Nations ST/IC/2010/25

Secretariat

30 August 2010

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the sixty-fifth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the sixty-fifth session of the General Assembly. Information specific to security arrangements for the High-level Plenary Meeting of the General Assembly on the Millennium Development Goals, to be held from 20 September to 22 September 2010, the high-level meeting of the General Assembly as a contribution to the International Year of Biodiversity, to be held on 22 September, the period of the general debate, from 23 September to 30 September, and the high-level review to assess progress made in addressing the vulnerabilities of small island developing States, to be held on 24 and 25 September, will be posted on iSeek for ease of reference. The capital master plan construction project has introduced changes in terms of access. Please pay close attention to these instructions, as some procedures have changed.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited information media representatives will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. In view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259, dated 2 July 1993, on the wearing of grounds passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building, on 1st Avenue at 45th Street, upon presentation of an application obtained from the staff member's executive office/administrative unit. Staff members who arrive without their building passes will be directed to the UNITAR Building to obtain a day pass at the information desk in the lobby upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 10 September 2011.

10-49922 (E) 020910

Please recycle

Access at the 42nd and 46th Street entrances

3. During the sixty-fifth session, staff members, including those bearing only the United Nations laissez-passer, resident correspondents utilizing the Cafeteria or the Library Building and members of delegations will continue to have access through the entrance at 42nd Street and 1st Avenue. Owing to the heightened security arrangements currently in effect, the 46th Street Visitors Entrance and screening area will be used by interns, affiliates and representatives of non-governmental organizations with secondary meeting-specific passes issued by the sponsor of the event or the Non-Governmental Organization liaison office. Furthermore, delegates who are not in possession of Protocol passes for the General Assembly Hall, members of the information media and those who possess courtesy and temporary building passes will also be required to utilize the 46th Street Visitors Entrance. The aforementioned persons using the 46th Street entrance will be required to pass through a magnetometer. Members of the information media will enter through the press entrance at 46th Street, utilizing the ramp for persons with disabilities, and proceed to the media screening tent.

4. The opening hours of the pedestrian entrances are as follows:

42nd Street and 1st Avenue:	7 a.m.
46th Street and 1st Avenue:	6 a.m.
47th Street and 1st Avenue:	7 a.m.

5. All packages brought into the premises will be subject to security inspection. The bringing of unnecessary packages onto the premises should be avoided.

6. Prior arrangements will have to be made by press and affiliates in order to have access to the premises after regular work hours through the standard procedure of notifying the Security Control Centre at extension 3-6666.

7. The entrance at 42nd Street and 1st Avenue will not be open until 7 a.m. Access to the South Annex and the Library Building prior to 7 a.m. will be gained by using the 46th Street Visitors Entrance and proceeding to the screening tent. Following the screening process, pedestrians will continue to the North Garden promenade and proceed to the South Annex by way of the East River walkway.

Access through the Delegates Entrance

8. During the sixty-fifth session, the pedestrian gate at 45th Street and 1st Avenue will be closed to pedestrians. Therefore, the entrance at the south side gate at 46th Street and 1st Avenue will be reserved for the use of high-level VIPs, delegations bearing Protocol secondary access cards and senior United Nations officials bearing gold-coloured building passes.

Access to the North Lawn Building

9. During the sixty-fifth session, the pedestrian gate at 47th Street and 1st Avenue will be used only by Permanent Representatives to the United Nations and senior United Nations officials bearing gold-coloured building passes.

10. All staff, delegates, affiliates and representatives of non-governmental organizations with a secondary pass will enter the North Lawn Building through the 46th Street Visitors Entrance. They will be required to pass through the screening tent and to enter the General Assembly Building before exiting through the

Canadian Doors, proceeding to the stairs leading down to the rose garden and entering through the east side entrance of the North Lawn Building.

Pass and identification offices — UNITAR Building and public plaza

11. In preparation for the sixty-fifth session of the General Assembly, the Pass and Identification Unit, located in room U-100, UNITAR Building, on 1st Avenue at 45th Street, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the screening and accreditation centre located on the public plaza. The days and hours of operation of the pass and identification facilities will be as follows:

Date	*Hours of operation*
Saturday and Sunday, 11 and 12 September	10 a.m. to 6 p.m.
Monday, 13 September	9 a.m. to 6 p.m.
Tuesday, 14 September	9 a.m. to 6 p.m.
Wednesday, 15 September	9 a.m. to 6 p.m.
Thursday, 16 September	9 a.m. to 6 p.m.
Friday, 17 September	9 a.m. to 6 p.m.
Saturday, 18 September	10 a.m. to 8 p.m.
Sunday, 19 September	10 a.m. to 8 p.m.
Monday, 20 September	6 a.m. to 8 p.m.
Tuesday, 21 September	7 a.m. to 7 p.m.
Wednesday, 22 September	7 a.m. to 8 p.m.
Thursday, 23 September	6 a.m. to 7 p.m.
Friday, 24 September	7 a.m. to 7 p.m.
Saturday, 25 September	9 a.m. to 5 p.m.
Sunday, 26 September	Closed
Monday, 27 September	9 a.m. to 5 p.m.
Tuesday, 28 September	9 a.m. to 5 p.m.
Wednesday, 29 September	9 a.m. to 5 p.m.
Thursday, 30 September	9 a.m. to 4.30 p.m.
Friday, 1 October	9 a.m. to 4 p.m.
Saturday and Sunday, 2 and 3 October	Closed

As from Thursday, 30 September 2010, all pass and identification operations will return to the Pass and Identification Unit, room U-100, UNITAR Building, on 1st Avenue at 45th Street. The hours of operation will be from 9 a.m. to 4.30 p.m., Monday to Friday, until the last day of the main part of the sixty-fifth session of the General Assembly, when the hours of operation will revert to 9 a.m. to 4 p.m.

Access for members of the information media

12. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building and the North Lawn Building must use the 46th Street and 1st Avenue media entrance and present a valid grounds pass or other proper documentation for accreditation. Access to the media screening tent will be gained by using the ramp for persons with disabilities, located on the north side of the Visitors Entrance. Following the screening process, persons who need media accreditation will be required to proceed to the media accreditation tent. Members of the media who wish to proceed to the 3rd floor media liaison desk in the General Assembly Building will be required to use the exterior ramp located on the east side of the General Assembly Building and the staircase within the neck area of the 2nd floor. Members of the media who wish to proceed to the Media Centre (Conference Room 1, North Lawn Building) following the screening process will proceed from the media screening area or the media accreditation tent across the plaza, take the metal staircase down to the ground floor of the North Lawn Building and go through the south side doors to the back entrance of Conference Room 1. Video crews accompanying resident and non-resident correspondents, as well as all temporary correspondents, will use only the 46th Street entrance, where they and their equipment will be subject to security screening.

13. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times within restricted areas, as well as in the North Lawn Building.

Access to restricted areas

14. In accordance with established procedures, the 2nd floor of the General Assembly Building is reserved for members of delegations and United Nations staff conducting official business in those areas. In all cases, valid United Nations grounds passes will be required. Representatives of non-governmental organizations will have no access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of a valid United Nations grounds pass and appropriate ticket issued for the day's meeting(s).

15. Access to the second floor of the General Assembly Building will be permitted only upon presentation of the appropriate colour-coded secondary pass, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit to executive offices/administrative units, in accordance with the agreed arrangements. Grounds passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

16. Staff members, interns and representatives of non-governmental organizations will be afforded access to the fourth balcony seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations grounds

passes. During the general debate and high-level meetings, tickets specifying the date, time and location of the event will be required for entry.

Screening points

17. Because of the ongoing construction, additional screening points will be put in place to supplement the current security measures within the complex:

(a) Conference Building elevators, 1st floor (implemented only for the luncheons on 22 and 23 September 2010);

(b) Room GA-09 (1st basement level, garage);

(c) South Annex (1st basement level);

(d) General Assembly Building (1st basement level, in the vicinity of studio H);

(e) Service Drive (3rd basement level, North Lawn Building);

(f) Conference Building and General Assembly Building (3rd floor, neck area).

Access to room GA-200

18. In order to facilitate access to room GA-200 (defined as a "restricted area"), a secondary access card, to be used in conjunction with the United Nations grounds pass, will be issued through the Protocol and Liaison Service to those individuals whose duties/functions require their presence there. Only those individuals who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

Admission of non-United Nations persons

19. For the period of the general debate and the high-level meetings, the information and reception desk in the General Assembly Building lobby will be relocated to the UNITAR Building, on 1st Avenue at 45th Street, with access at the 45th Street entrance.

20. An information assistant will verify all appointments by contacting the respective staff member. Staff members are required to meet their parties and sign them in. Furthermore, staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a personal identification card bearing a photograph to the security officer stationed at the information desk. In order to avoid any inconvenience, visitors and guests should be informed in advance that photo identification is required.

Tours

21. Guided tours will be suspended from 4 p.m. on Sunday, 19 September, until the close of business on Thursday, 30 September. On Friday, 1 October, at 9 a.m., guided tours will resume and the building will reopen to the public.

Motorcade drop-off

22. Only escorted motorcades will be allowed to enter the United Nations premises at the 43rd Street and 1st Avenue vehicular entrance; they will drop off their passengers at the Delegates Entrance, and then exit through the 45th Street and 1st Avenue gate. All escorted motorcades will be coordinated by the host country in conjunction with Headquarters Security and Safety Service personnel.

23. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and 1st Avenue checkpoint upon presentation of a valid grounds pass as well as an authorized United Nations decal.

Parking

24. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations building pass will be required to depart the vehicle at the appropriate checkpoint prior to the entry of the vehicle onto the premises.

25. On Monday, 20 September 2010, authorized vehicles may enter the United Nations garage through the 48th Street vehicular entrance, beginning at 4 a.m., and depart through the 42nd Street vehicular exit. Thereafter, the process will continue on a 24-hour basis until the closure of the general debate, on Thursday, 30 September 2010.

26. All vehicles entering the premises are subject to search. It is highly recommended that staff members limit the contents of their vehicles in order to expedite the security clearance process.

27. As the outer security perimeter may be expanded, the location of the vehicular checkpoints is under discussion with host country authorities. More information will be released on vehicular checkpoints as it is finalized.

Dining room, other catering facilities and commercial operations

28. The hours of normal operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. From Monday, 20 September, until Friday, 1 October 2010, reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. It should also be noted that during the period from Monday, 20 September, until Friday, 1 October 2010, no guests will be allowed entry onto the United Nations premises for any function without proper accreditation. In addition, from 20 September to 1 October 2010, owing to the integration of the Delegates Dining Room into the main Cafeteria area (1st floor, South Annex), events involving high-level dignitaries may necessitate the implementation of security measures, resulting in the periodic closure of the Cafeteria and surrounding areas during the movements of the VIPs.

29. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the Cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also

be used: the cafeteria on the 3rd floor of the DC-1 Building and the cafeteria located on the 1st floor of UNICEF House.

30. The hours of operation of the various facilities during the sixty-fifth session of the General Assembly will be as follows (information as at 16 August 2010):

Main Cafeteria (South Annex, 1st floor)

Monday-Friday	8 a.m.-4 p.m.
20-23 September	8 a.m.-6 p.m.

Vendery (General Assembly Building, 3rd floor)

Seven days a week	Available 24 hours

Delegates Lounge bar (North Lawn Building, 2nd floor, north-west corner of Café Austria)

Monday-Thursday	4 p.m.-8 p.m.
Friday	4 p.m.-10 p.m.

Delegates Dining Room (South Annex, 1st floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Café Austria (North Lawn Building, 2nd floor)

Monday-Friday	8 a.m.-6 p.m.

DC-1 Cafeteria (3rd floor)

Monday-Friday	8 a.m.-4 p.m.

UNICEF Cafeteria (UNICEF House, 1st floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Coffee Shop (General Assembly Building, 1st basement)

Periodically	8.45 a.m.-4.45 p.m.

Gift Centre (General Assembly Building, 1st basement)

Seven days a week	9 a.m.-5.30 p.m.

United Nations Postal Administration stamp counter (General Assembly Building, 1st basement)

Seven days a week	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building, 1st basement)

Seven days a week	9 a.m.-5.30 p.m.

United Nations ST/IC/2010/26

Secretariat

7 September 2010

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2009 to 30 June 2010**

1. The purpose of the present circular[1] is to continue to inform staff members of the practice of the Secretary-General in exercising his authority in disciplinary matters under Article X of the United Nations Staff Regulations, and to implement paragraph 17 of resolution 59/287, in which the General Assembly requested the Secretary-General to ensure that all staff of the Organization are informed of the most common examples of misconduct and/or criminal behaviour and their disciplinary consequences, including any legal action, with due regard to the protection of the privacy of the staff member(s) concerned. This circular covers the period from 1 July 2009 to 30 June 2010.

2. Effective 1 July 2009, a new system of administration of justice was established pursuant to General Assembly resolutions 61/261, 62/228 and 63/253. The major change in the new system relating to the handling of disciplinary matters was the abolition of the Joint Disciplinary Committees, effective 1 July 2009. The Joint Disciplinary Committees functioned as fact-finding bodies, and made recommendations to the Secretary-General as to the disposition of disciplinary cases, following which a decision was taken on cases. As a result of the abolition of the Joint Disciplinary Committees, decisions on the imposition of disciplinary measures are now taken without the advice of a joint body.

3. In addition, also effective 1 July 2009, amended Staff Regulations and provisional Staff Rules were promulgated (see ST/SGB/2009/7). The major change in the provisional staff rules relating to disciplinary matters was the introduction of administrative leave pending an investigation and during the disciplinary process, as set out in provisional staff rule 10.4, which replaced suspension pending investigation under former staff rule 110.2. The change was made to clarify that

* The present circular is in effect until further notice.

[1] Previous circulars covering the period from January 2000 to June 2009 were issued as ST/IC/2002/25, ST/IC/2004/28, ST/IC/2005/51, ST/IC/2006/48, ST/IC/2007/47, ST/IC/2008/41 and ST/IC/2009/30.

10-50749 (E) 130910

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removal from duty pending investigation and/or disciplinary proceedings was not a disciplinary sanction.

I. Overview of administrative machinery in disciplinary matters in the new justice system

A. Legislative framework governing the conduct of staff members[2]

4. Article 101, paragraph 3, of the Charter of the United Nations states that the "paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity".

5. Article I of the Staff Regulations and Chapter I of the provisional Staff Rules, both entitled "Duties, obligations and privileges", set out the basic values expected of international civil servants because of their status, as well as particular manifestations of such basic values. Particular reference is made to staff regulation 1.2 and provisional staff rule 1.2 for specific instances of expected or prohibited conduct.

B. Misconduct

6. Article X of the Staff Regulations provides in regulation 10.1 that "the Secretary-General may impose disciplinary measures on staff members who engage in misconduct". Provisional staff rule 10.1 (a) provides that the "failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to misconduct and may lead to the institution of a disciplinary process and the imposition of disciplinary measures for misconduct". Additionally, provisional staff rule 10.1 (c) provides that "the decision to launch an investigation into allegations of misconduct, to institute a disciplinary process and to impose a disciplinary measure shall be within the discretionary authority of the Secretary-General or officials with delegated authority". Within these parameters, the Secretary-General has broad discretion in determining what constitutes misconduct and in imposing disciplinary measures. Administrative instruction ST/AI/371/Amend.1 on revised disciplinary measures and procedures[3] provides further examples of conduct for which disciplinary measures may be imposed.

C. Due process

7. Where the head of office or responsible officer believes, following an investigation, that misconduct may have occurred, he or she refers the matter to the

[2] Provisions relating to the status, rights and obligations of staff members, and to disciplinary matters, can be found in the electronic Human Resources Handbook under "Status, basic rights and duties" and "Disciplinary".

[3] Also relevant is Secretary-General's Bulletin ST/SGB/2008/5 on the prohibition of discrimination, harassment, including sexual harassment and abuse of authority.

Assistant Secretary-General for Human Resources Management for a decision on whether to pursue the matter as a disciplinary case.[4] Depending on the subject matter and complexity of the investigations, they can be undertaken by the head of office or his or her designees, or by the Office of Internal Oversight Services, at its own initiative or at the request of a head of office.

8. If the Assistant Secretary-General for Human Resources Management decides to pursue the matter as a disciplinary case, the staff member is notified in writing of the charges of misconduct, informed of his or her opportunity to comment on the charges and of his or her right to seek the assistance of counsel in his or her defence through the Office of Staff Legal Assistance or from outside counsel at his or her own expense. The staff member is given a reasonable opportunity to respond to the charges of misconduct. In the light of the comments provided by the staff member, the Assistant Secretary-General for Human Resources Management decides whether to close the case, with or without administrative action, or to recommend the imposition of one or more disciplinary measures. In the case of the latter, the Under-Secretary-General for Management decides, on behalf of the Secretary-General, whether to impose one or more of the disciplinary measures provided for in provisional staff rule 10.2 (a).

9. At any time pending an investigation until the completion of the disciplinary process, the Assistant Secretary-General for Human Resources Management may decide to place a staff member on administrative leave where: there is prima facie evidence that the conduct of the staff member poses a danger to other United Nations personnel or to the Organization; the staff member is unable to continue to perform his or her functions effectively in view of an ongoing investigation and the nature of the functions; there is prima facie evidence that the continued service by the staff member would create an unacceptable risk that he or she could interfere with the investigation; or where the Department of Safety and Security determines that the continued presence of the staff member on United Nations premises could constitute a security risk to the Organization. Decisions of placement on administrative leave without pay are taken by the Under-Secretary-General of the Department of Management.

10. In accordance with provisional staff rule 10.3 (c), a staff member against whom a disciplinary measure has been imposed may submit an application before the Dispute Tribunal challenging the imposition of the measure(s) in accordance with chapter XI of the provisional Staff Rules.[5]

D. Disciplinary measures

11. Provisional staff rule 10.2 (a) provides that disciplinary measures can take one or more of the following forms (i.e., more than one measure can be imposed in each case):

(a) Written censure;

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[4] The head of administration in a mission will refer the case to the Department of Field Support at Headquarters, which will refer the matter to the Office of Human Resources Management if it concurs with the mission's assessment.

[5] Judgements of the Dispute Tribunal relating to disciplinary cases can be found on the website of the Office of the Administration of Justice (www.un.org/en/oaj).

(b) Loss of one or more steps in grade;

(c) Deferment, for a specified period, of eligibility for salary increment;

(d) Suspension without pay for a specified period;

(e) Fine;

(f) Deferment, for a specified period, of eligibility for consideration for promotion;

(g) Demotion, with deferment, for a specified period, of eligibility for consideration for promotion;

(h) Separation from service, with notice or compensation in lieu of notice, and with or without termination indemnity;

(i) Dismissal.

12. In determining the appropriate measure, each case is decided on its own merits, taking into account the particulars of the case, including aggravating and mitigating circumstances. In accordance with provisional rule 10.3 (b), disciplinary measures imposed are proportionate to the nature and gravity of the misconduct involved.

E. Other measures

13. Written or oral reprimands, recovery of monies owed to the Organization, and administrative leave with or without pay are not considered disciplinary measures. Reprimands, like warnings or letters of caution, are administrative/managerial measures that are important for upholding standards of proper conduct and promoting accountability. Additionally, where inappropriate behaviour affects performance, the issue is addressed in the context of performance management. This may include training, counselling, withholding of salary increments, non-renewal of contract or termination of appointment.

II. Summary of cases for which the Secretary-General imposed a disciplinary measure during the period from 1 July 2009 to 30 June 2010

14. For each case that led to the imposition of one or more disciplinary measures, a summary is provided below indicating the nature of the misconduct and the disciplinary measure(s) imposed by the Secretary-General. The function of or other particulars relating to the staff member are provided only when they played a role as aggravating or mitigating circumstances in determining the measures to be taken. Conduct issues that were dealt with by means other than disciplinary measures are not listed.

15. Not every case brought to the attention of the Secretary-General results in disciplinary or other measures being taken. When a review by the Office of Human Resources Management reveals that there is not sufficient evidence to pursue a matter as a disciplinary case or when a staff member provides a satisfactory explanation in response to charges of misconduct, the case is closed and the staff

member is considered cleared of the charges. Cases may also be closed when a staff member retires or otherwise separates from the Organization before disciplinary proceedings are concluded, as the Secretary-General does not have the authority to impose disciplinary measures on former staff members. In such cases, a record is made and placed in the former staff member's official status file so that the matter can be further considered if and when the staff member rejoins the Organization.

16. As a consequence of the abolition of the Joint Disciplinary Committees, more time is spent scrutinizing every aspect of referrals for disciplinary action, including obtaining clarifications and/or additional evidence from the staff member concerned and/or the investigating entity in order to ensure, to the greatest extent possible, that recommendations are made and decisions are taken on the basis of a complete record.

A. Abuse of authority/harassment

17. A staff member sexually harassed another staff member, abused his authority with respect to her, and sent her offensive and threatening e-mails and text messages, including through the Organization's information and communications technology (ICT) resources. The staff member also distributed offensive material to other staff, using the Organization's ICT resources.

Disposition: dismissal.

Appeal: none filed as of the date this circular was submitted for processing.

18. A staff member abused his authority and sexually harassed an intern who served under his authority.

Disposition: dismissal.

Appeal: filed with the Dispute Tribunal, where the case remains under consideration.

B. Assault

19. In the context of an e-PAS discussion, a staff member reacted with aggression to her supervisor's comments and grabbed and pushed her against a wall.

Disposition: censure, loss of step in grade and deferment for one year of eligibility for within-grade increment.

Appeal: none.

20. In the course of his official duties as a driver, a staff member reacted aggressively to the comments of another staff member about his performance and driving abilities, and punched the staff member in the jaw.

Disposition: censure, loss of step in grade and deferment of one year in eligibility for within-grade increment.

Appeal: none.

21. A staff member physically assaulted a security officer and used profane language in respect of the United Nations and its staff members.

Disposition: censure (and continued participation in substance abuse counselling).

Appeal: none.

22. A staff member assaulted two national police officers and resisted arrest after being involved in a motor vehicle accident.

Disposition: demotion with deferment, for a period of one year, of eligibility for consideration for promotion.

Appeal: none.

C. Computer-related misconduct

23. A staff member received, stored and distributed e-mails containing pornographic material using the Organization's ICT resources.

Disposition: censure and demotion of one grade with deferment, for three years, of eligibility for consideration for promotion.

Appeal: filed with the Dispute Tribunal, where the case remains under consideration.

24. A staff member improperly stored and transmitted pornographic material on the Organization's ICT resources.

Disposition: loss of two steps within-grade, and a two-year deferral of within-grade salary increment.

Appeal: filed with the Dispute Tribunal, where the case remains under consideration.

D. Financial disclosure

25. Five staff members failed to comply with their financial disclosure obligations for the 2006 reporting period.

Disposition: censure plus a fine of two months' net base salary.

Appeal: none.

E. Fraud/misrepresentation

26. A staff member submitted inaccurate claims for rental subsidy allowance to the Organization, supported by forged and falsified documentation; certified the accuracy of such claims in the knowledge that they were not accurate; and knowingly received from the Organization rental subsidy allowances to which he was not entitled.

Disposition: dismissal.

Appeal: none.

27. A staff member submitted fraudulent United Nations purchase order forms that were used to acquire computer equipment and other goods.

Disposition: dismissal.

Appeal: none.

28. A staff member made material misrepresentations on her personal history performance form in relation to her educational qualifications.

Disposition: separation from service with compensation in lieu of notice and with termination indemnity.

Appeal: none filed as of the date of submission of the present circular.

29. A staff member knowingly submitted false information and supporting documentation in support of a claim for medical expenses.

Disposition: dismissal.

Appeal: none filed as of the date of submission of the present circular.

30. A staff member, after forging the signature of an authorized signatory, attempted to cash a cheque to be drawn from the account of a United Nations-related organization in the amount of $12,500.

Disposition: separation from service with compensation in lieu of notice but without termination indemnity.

Appeal: none.

31. A staff member used his office and knowledge gained from his official functions for the private gain of friends and acquaintances by preparing and issuing fraudulent correspondence on the Organization's letterhead to facilitate the entry of these persons into the country of his duty station.

Disposition: dismissal.

Appeal: none filed as of the date of submission of the present circular.

F. Procurement irregularities

32. A staff member, performing procurement functions, entered into private contracts with, solicited benefits from, and failed to disclose a private commercial relationship with companies that did or sought to do business with the Organization. The staff member also engaged in unauthorized outside activities, used the ICT resources of the Organization for private gain and for the private gain of third parties, and knowingly provided false and incomplete financial disclosure information for three consecutive years.

Disposition: dismissal.

Appeal: filed with the Dispute Tribunal, where the case remains under consideration.

33. A staff member received benefits from a United Nations contractor and, nevertheless, assessed the contractor's performance under its contract with the United Nations. In addition, the staff member violated established mission

procedures for the movement of personnel in the mission area and did not ensure that his attendance records correctly reflected his absences.

Disposition: dismissal.

Appeal: the staff member challenged the decision before the Dispute Tribunal. The Dispute Tribunal found in favour of the staff member.

G. Sexual exploitation and sexual abuse

34. A staff member, exercising responsibilities that included the authority to hire casual daily workers, engaged in sexual relationships with local women, pursuant to which sexual favours were exchanged for money and/or employment for them, their relatives and/or friends.

Disposition: dismissal.

Appeal: none.

H. Theft/misappropriation

35. A staff member stole two flat screen computer monitors from the Organization.

Disposition: dismissal.

Appeal: none.

36. A staff member knowingly misappropriated diesel fuel belonging to the Organization.

Disposition: separation from service with compensation in lieu of notice, but without termination indemnity.

Appeal: none.

37. Two staff members stole 3 Hesco bastions and 10 rolls of barbed wire belonging to the United Nations.

Disposition: dismissal.

Appeal: none filed as of the date of submission of the present circular.

I. Other

38. A staff member violated the local laws in relation to the possession and attempted smuggling of child pornography.

Disposition: dismissal.

Appeal: none.

39. A staff member travelled within the mission area without a valid movement of personnel form, was absent from work without authorization, and drove a United Nations vehicle during curfew hours, and further allowed a wrongful payment to be made to a temporary employment firm.

Disposition: censure and deferment of eligibility for salary increment for a period of two years.

Appeal: none.

40. A staff member made a bad faith complaint against two military officers, following a recommendation for the non-renewal of his appointment.

Disposition: censure.

Appeal: none.

III. Criminal behaviour

41. The General Assembly, in its resolution 59/287, requests the Secretary-General to take action expeditiously in cases of "proven ... criminal behaviour" and inform Member States on the actions taken. Five cases involving United Nations officials were referred to Member States during the reporting period. As far as the Secretary-General is aware, action has been taken in relation to one of these cases and a criminal investigation is ongoing in relation to a case that was referred prior to 1 July 2009.

United Nations

Secretariat

9 September 201

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters dur the High-level Plenary Meeting of the General Assembly on the Millennium Development Goals, to be held from 20 September to 22 September 2010, the high-level meeting of the General Assembl as a contribution to the International Year of Biodiversity, to be h on 22 September, the period of the general debate, from 23 September to 30 September 2010, and the high-level review to assess progress made in addressing the vulnerabilities of small isla developing States, to be held from 24 to 25 September 2010**

1. The present circular describes arrangements that will be in effec Headquarters for admission to the premises during the High-level Plenary Mee of the General Assembly on the Millennium Development Goals, to be held f 20 September to 22 September 2010, the high-level meeting of the Gen Assembly as a contribution to the International Year of Biodiversity, to be held 22 September, the period of the general debate, from 23 September to 30 Septem 2010, and the high-level review to assess progress made in addressing vulnerabilities of small island developing States, to be held from 24 to 25 Septem 2010. Owing to heightened security measures throughout New York City an Headquarters, the section of First Avenue in front of the United Nations wil closed to vehicular traffic from Monday, 20 September, through Thurs 30 September 2010. As conditions permit, this restriction may be eased by the country law enforcement authorities. At the present time, it is expected that on weekend of 18 and 19 September, First Avenue will be open to vehicular traffic. capital master plan construction project has introduced changes in terms of acc Please pay close attention to these instructions, as some procedures have changed

2. The United Nations will be closed to the public from 4 p.m. on Sun 19 September, until close of business on Thursday, 30 September 2010. During period, guided tours will be suspended. While the premises are closed to the pu staff members are requested to schedule any appointments with visitors and gu

* Expiration date of the present information circular: 9 September 2011.

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at locations away from the Headquarters site. The premises will reopen to the public on Friday, 1 October 2010, when guided tours will resume a regular schedule.

3. During the same period, individuals holding retiree passes, temporary (non-photo) passes, recreational club passes and courtesy passes (with the exception of Protocol courtesy passes) will not be given access to the United Nations complex. In addition, outside messengers and guests will not be admitted. This should be taken into account when scheduling all appointments and meetings during the period. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in that regard. It should also be noted that all packages entering the United Nations complex will be subject to search.

Access through the Delegates Entrance

4. During this period of heightened security, as a result of the constant flow of motorcades and other vehicular traffic, the usual pedestrian entrance for delegates at 45th Street and First Avenue will be closed for normal use. Therefore, the entrance at the south side gate at 46th Street and First Avenue will be reserved for the use of high-level VIPs, delegations bearing Protocol secondary access cards, and senior United Nations officials bearing gold-coloured building passes.

Access for representatives of non-governmental organizations, the media, staff, retirees, affiliates and interns

5. Staff members, representatives of non-governmental organizations, affiliates and interns will use the 46th Street Visitors Entrance to enter the premises and will be required to pass through the screening tent.

6. Representatives of non-governmental organizations who possess a valid United Nations grounds pass and an appropriate meeting ticket will be granted access to attend the specific meeting.

7. A media screening tent and a media accreditation tent have been installed on the Public Plaza. Representatives of the media who wish to enter the General Assembly Building and the North Lawn Building must use the 46th Street and First Avenue media entrance. They must present a valid grounds pass or proper documentation for accreditation, and use the handicap ramp on the north side of the Visitors Entrance to gain access to the media screening tent.

8. Following the screening process, persons who need media accreditation are required to proceed to the media accreditation tent. In connection with the closure of First Avenue, the traffic median at 46th Street and First Avenue will be used by satellite communication vehicles and their personnel.

9. Staff members, including those bearing only the United Nations laissez-passer, resident correspondents utilizing the cafeteria or the Library Building, and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue.

10. Retirees will not be granted access to the premises from Monday, 20 September, through Thursday, 30 September 2010.

11. A number of side events are planned to take place from 20 to 30 September, and guests will be admitted to the premises provided they appear on the list of

invitees. Area-specific passes will be provided to those guests and they must possess valid photo identification.

Access to restricted areas

12. During the period Monday, 20 September, through Thursday, 30 September 2010, access to restricted areas will be given only to those bearing United Nations building passes and the appropriate colour-coded access passes (secondary passes).

13. The bilateral meeting areas are located on the second, third and fourth balconies of the General Assembly Hall, on the second floor of the North Lawn Building in Conference Rooms A and B and in the South Lounge. Those areas will be reserved for members of delegations and staff conducting official business and will require proper United Nations grounds passes for access. Conference Room 4 in the North Lawn Building will be utilized for round tables from 20 September to 22 September and from 24 September to 25 September. Admission to Conference Room 4 during this period will require secondary access cards.

14. To the extent that space is available, staff members, interns and representatives of non-governmental organizations will be afforded access to the fourth balcony seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations grounds passes. During the general debate and high-level meetings, specific tickets including the date, time and location of the event will be required for entry.

Closure of First Avenue

15. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to all vehicular traffic, with the exception of escorted motorcades, from Monday, 20 September, through Thursday, 30 September 2010. Delegations and staff members may cross First Avenue at 42nd Street, 46th Street or 49th Street, upon presentation of their grounds passes.

16. The pedestrian crossing points at 42nd, 46th and 49th Streets on First Avenue will be briefly closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during the intermittent closings of First Avenue, pedestrian traffic will be suspended until the motorcade enters/departs the United Nations complex.

17. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the UNITAR Building on 45th Street and First Avenue (entrance on 45th Street).

18. The Secretariat Circle will be closed to vehicular traffic. On Monday, 20 September 2010, authorized vehicles may enter the United Nations garage beginning at 4 a.m. at the 48th Street vehicular entrance (see para. 19 for details), and depart through the 42nd Street vehicular exit. Thereafter, the process will continue on a 24-hour basis until the closure of the general debate, on Thursday, 30 September 2010.

Access to the United Nations garage

19. Passenger vehicles with valid authorization to park in the United Nations garage will be required to adhere to specific instructions from 6 a.m. to 8 a.m., from Monday, 20 September through Thursday, 30 September, as follows:

(a) **Northbound on First Avenue.** Passenger vehicles traveling northbound on First Avenue to the United Nations garage will be required to utilize the extreme right lane of the underpass between 41st through 49th Street. Upon exiting the underpass, the staff members will be required to make a U-turn onto First Avenue (counter flow, which will be coordinated by the New York City Police Department) between 49th and 48th Street and then make a left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage.

(b) **Southbound on FDR Drive.** Passenger vehicles travelling southbound on FDR Drive, upon exiting 49th Street and FDR Drive, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter flow, which will be coordinated by the Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage.

20. Passenger vehicles with valid authorization to park in the United Nations garage from 8 a.m. onward are instructed to proceed to the 49th Street and FDR Drive exit from Monday, 20 September through Thursday, 30 September, as follows:

(a) **Northbound on First Avenue.** Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right hand lane which will be set off by cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the Service Drive leading to the 48th Street garage entrance.

(b) **Southbound on FDR Drive.** Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will stay in the extreme left lane, which will permit them to proceed to the security checkpoint at the garage entrance.

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan.** Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or vehicles travelling from the west side of Manhattan will need to access the underpass, which begins at 41st Street and First Avenue. Upon exiting the underpass staff members will be required to follow instructions as indicated in subparagraph (a) above.

Attached please find diagrams of vehicular access to the garage for ease of reference.

Closure of the garage

21. For security reasons, the garage will be closed for parking at 8 p.m. on Sunday, 19 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 20 September. All vehicles must be removed no later than 10 p.m. on Sunday, 19 September, until the reopening of the garage.

Alternative parking while the garage is closed

22. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 19 September, parking has been allocated in the following locations: both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park in those locations from 7 a.m. on Sunday, 19 September, to 7 a.m. on Monday, 20 September 2010. A special parking decal, which can be obtained from the Garage Administration, must be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government. Please note that parking at bus stops and hydrants and double-parking is not permitted.

Vehicle security checks

23. Owing to the traffic restrictions, staff members are highly encouraged to use public transportation from Monday, 20 September, through Thursday, 30 September. All vehicles entering the premises will be searched. It is highly recommended that staff members limit the contents of their vehicles to expedite the security clearance process.

Dining room, other catering facilities and commercial operations

24. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for Friday, 17 September, through Thursday, 30 September 2010, will be as follows:

Main Cafeteria (South Annex, first floor)

Friday (17 September)	8 a.m.-4 p.m.
Saturday-Sunday (18-19 September)	Closed
Monday-Saturday (20-25 September)	8 a.m.-6 p.m.

Cafe Austria (North Lawn Building, 2nd floor)

Monday-Saturday (20-25 September)	8 a.m.-6 p.m.

DC-1 Cafeteria (3rd floor)

Monday-Friday (20-24 September)	8 a.m.-4 p.m.
Saturday (25 September)	Closed

UNICEF Cafeteria (UNICEF House, 1st floor)

Monday-Friday (20-24 September)	8.30 a.m.-4.30 p.m.

Delegates Lounge bar (North Lawn Building, 2nd floor, north-west corner of Café Austria)

Monday-Thursday (20-23 September)	4 p.m.-8 p.m.
Friday (24 September)	4 p.m.-10 p.m.

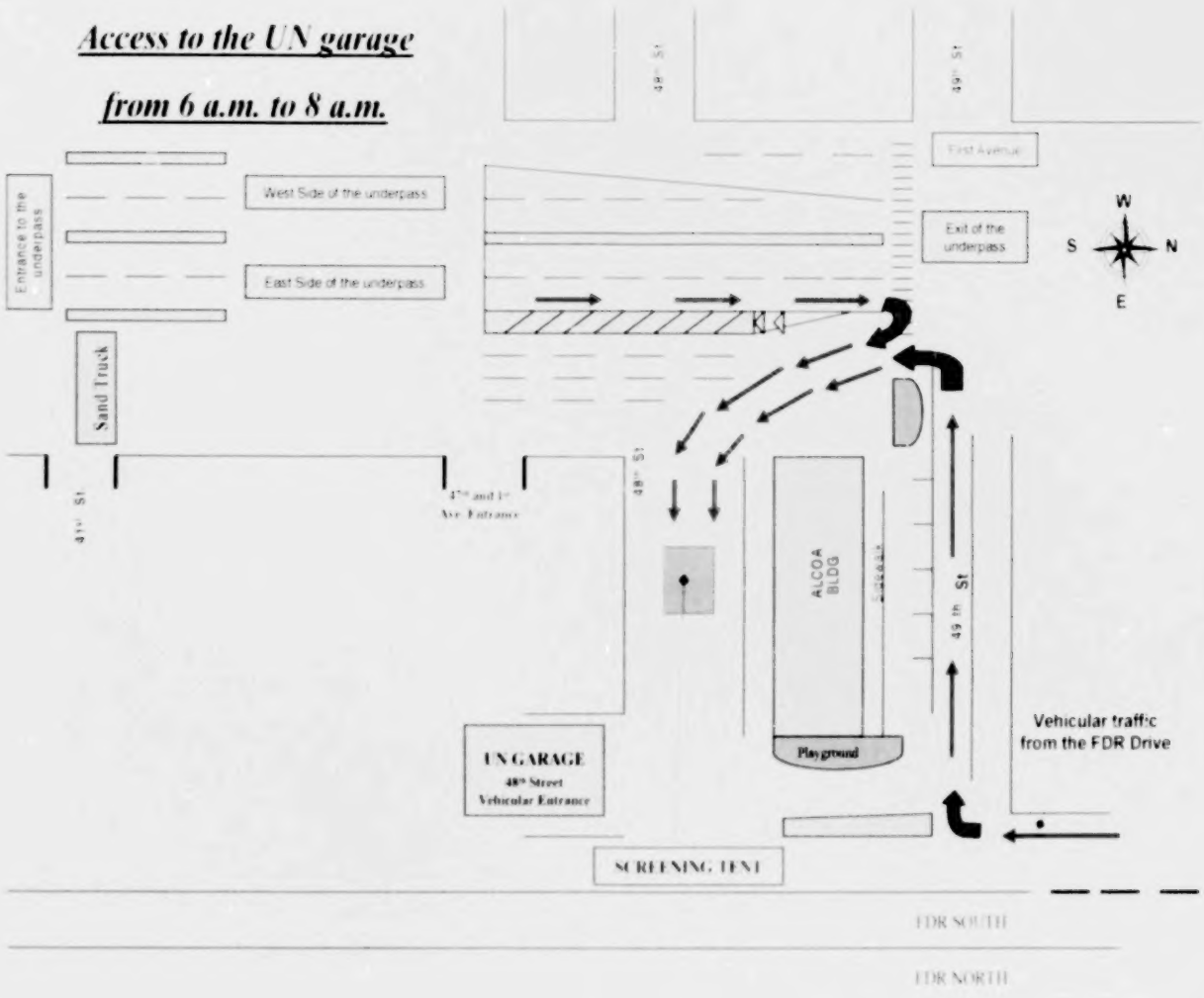
Delegates Dining Room (South Annex, 1st floor)

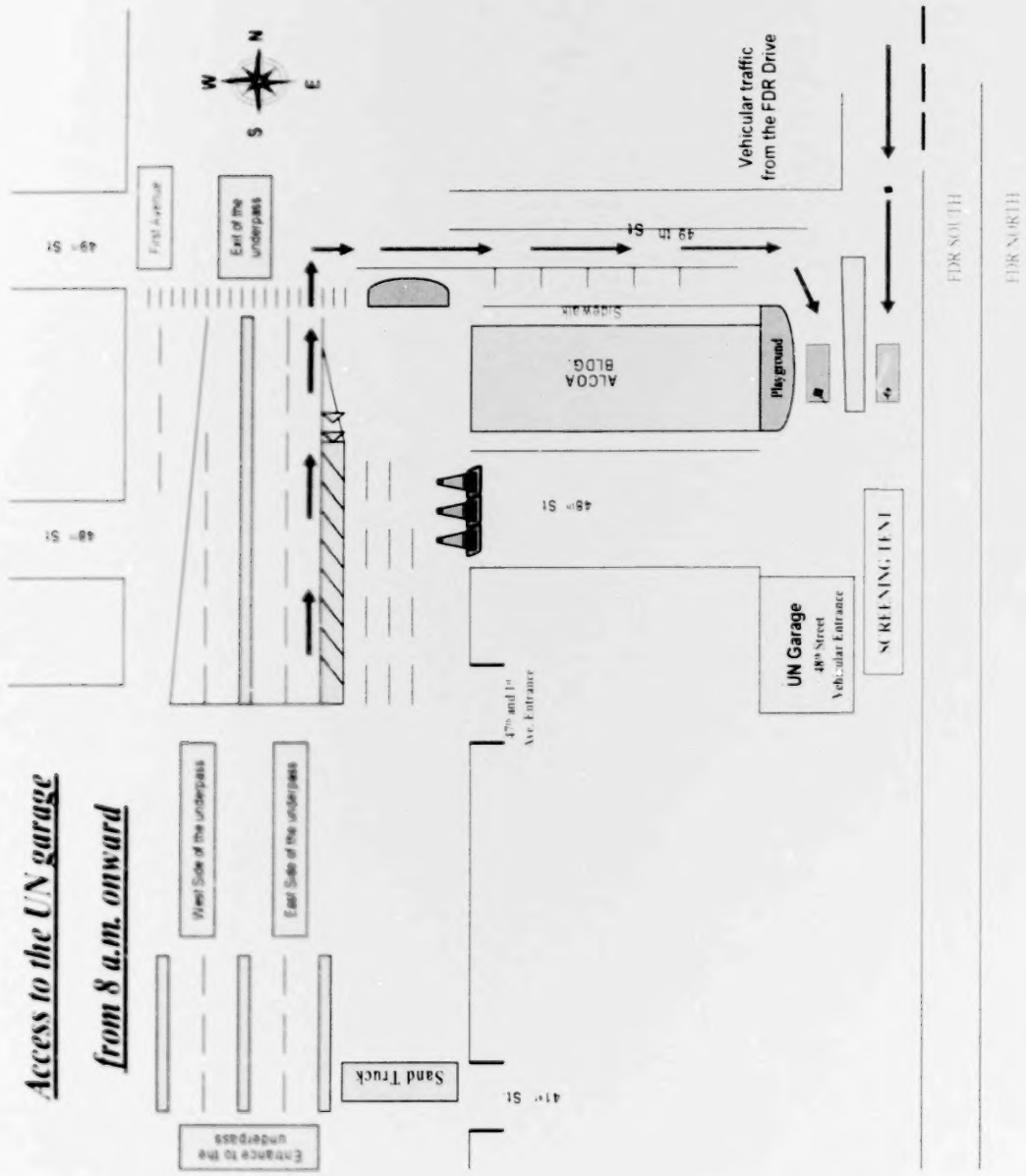
Monday-Friday (20-24 September)	11.30 a.m.-2.30 p.m.
Saturday (25 September)	Closed

25. During the period 20 September through 30 September, the hours of normal operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the sixty-fifth session of the General Assembly. From Monday, 20 September, until Friday, 1 October 2010, reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. No guest without prior United Nations accreditation will be invited to such functions.

Access to the UN garage

from 6 a.m. to 8 a.m.




Access to the UN garage
from 8 a.m. onward
Entrance to the underpass
West Side of the underpass
East Side of the underpass
Sand Truck
47th and 1st Ave. Entrance
47th St
48th St
49th St
First Avenue
Exit of the underpass
N
S
E
W
Vehicular traffic from the FDR Drive
Sidewalk
ALCOA BLDG.
Playground
UN Garage
48th Street
Vehicular Entrance
SCREENING TENT
FDR SOUTH
FDR NORTH

United Nations ST/IC/2010/28

Secretariat

24 September 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2011**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2011 in accordance with the provisions of administrative instruction ST/AI/2000/4 of 5 April 2000.

Eligibility

2. Administrative instruction ST/AI/2000/4 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2011 sabbatical leave programme, section 2 of instruction ST/AI/2000/4 provides that the programme is "open to United Nations staff members with five years of service with the Organization and who are expected to serve for no less than two years after the completion of the sabbatical leave".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of the United Nations University contained in annex III.

* Expiration date of the present information circular: 31 December 2011.

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Application procedures

4. Each application must include the following documents:

(a) Application form contained in annex I to the present circular;

(b) Proposal describing the research project;

(c) Written endorsement by the head of department or office or chief mission support responsible for the work of the applicant during the proposed research or study project, which must be attached;

(d) Two signed letters of recommendation;

(e) Written correspondence on potential acceptance from the proposed sabbatical institution.

As part of the United Nations Greening Initiative, all applicants are encouraged to submit all of the above documents electronically. Applicants from offices away from Headquarters should submit applications through their respective head of department or office or chief mission support. Applicants from United Nations Headquarters can submit applications directly to the Office of Human Resources Management with all supporting documentation. All applications should be directed to Mr. Benson Bao (bao2*@*un.org). Applicants at mission locations or duty stations where the Internet is not adequately available can submit paper applications via their head of department or office or chief mission support to the Officer-in-Charge, Sabbatical Leave Programme, Room M-14033E, Learning, Development and Human Resources Services Division, Office of Human Resources Management, United Nations, New York, NY 10017. All applications should be received by 19 November 2010. For offices away from Headquarters, applications received directly from applicants will not be considered.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the research or study project;

(b) Field of the research or study project;

(c) Rationale for the research or study project;

(d) Relationship of the research or study project to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study or research activities;

(g) Detailed methodology;

(h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;

(i) Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study

project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

6. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4. The terms of the proposal shall be binding for the staff member. Late or incomplete applications will not be considered. Applicants should review and check the appropriate boxes on the Application Checklist at the end of the present information circular **before** submitting an application.

7. Each applicant and his/her head of department or office or chief mission support will be informed of the decision of the Selection Committee regardless of the result of the application. The selected staff members will be requested to accept in writing the specified conditions of the award.

8. The application form contained in annex I is also available online in English and French (United Nations Intranet — Forms) as form P.298 (9-10)-E or -F (the English version is annexed).

Annex I

Sabbatical leave programme application form

For 2011

Applicants from offices away from Headquarters should submit ap
through their respective head of department or office or chief missio
Applicants from United Nations Headquarters can submit applications
the Office of Human Resources Management with all supporting documen
applications should be directed to Mr. Benson Bao (bao2@un.org). Ap
mission locations or duty stations where the Internet is not adequately av
submit paper applications via their head of department or office or chi
support to the Officer-in-Charge, Sabbatical Leave Programme, Room
Learning, Development and Human Resources Services Division, Office
Resources Management, United Nations, New York, NY 10017. All ap
should be received by 19 November 2010. For offices away from Hea
applications received directly from applicants will not be considered.

A. Personal information

Name (last, first, middle initial) _____

Functional title field of work _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/division/office _____

Name of approving head of department or office
or chief mission support (Director or above) _____

Functional title of endorser _____ Category/level of

Duty station _____

Telephone _____ E-mail _____

Entry on duty (EOD): Secretariat _____ EOD: Present duty sta

Title of proposed research or study project _____

Have you applied for sabbatical leave before? (please circle) Y / N If yes, when? _____

B. Background

1. Relevant work experience. Please indicate any professional e
ability to carry out your proposed research or study project.

2. University studies

Degree	*University country*	*Area of study*

3. Recommendations: two letters of recommendation must be
obtained from professionals, within or outside the United Nations, wh
and are in a position to appraise your ability to carry out the resear
proposed and to attest to your ability to undertake independent work
the names, titles and institutional affiliations of the professionals wh
of recommendation. These letters are only valid for a year. Letters wr
not acceptable. Please include the letters in your application and s
application materials.

Name	*Titles*	*Inst*

4. If relevant, please indicate below your teaching and/or research
your publications, if any (attach an additional sheet if necessary).

☐ Teaching ☐ Research ☐ Publ

Date	*Subject matter*	*Inst*

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C. Placement

5. Please indicate the name and address of the institution or organization in which you w carry out your research or study project. Please attach copies of any preparatory correspon between you and the institution, relevant to the proposed research or study project.

Name of institution/organization	*Address*

6. Which of the following services and/or facilities, if any, is the institution willing to prov you during the period of your sabbatical leave (check as applicable):

- ☐ Adviser
- ☐ Office space
- ☐ Communication facilities (fax, telephone, computer)
- ☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder: A written endorsement by the head of your department or office or chief mi support must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

Academic Platform Switzerland UN

Bard Center for Environmental Policy

Citizens for Global Solutions

Dag Hammarskjold Foundation

Department of Political Science, Lund University

Development and Peace Foundation

Düsseldorf Institute for Foreign and Security Policy (DIAS)

Environmental Ambassadors

European Association of Development Research and Training Institutes (EADI)

Friedrich Ebert Stiftung (FES)

Geneva Centre for Security Policy

Georgia College and State University

German Development Institute (DIE)

Harvard College Library

Institute for Development and Peace (INEF)

Institute for Human Rights, Abo Akademi University

Institute of International Relations, University of the West Indies

International Association for Humanitarian Medicine

International Cooperation Research Association

International Jurist Organization

International Network for Terminology (TermNet)

International Peace Institute

International Security Studies, Yale University

Japan Association for United Nations Studies

Joan B. Kroc Institute for International Peace Studies, University of Notre Dame

John F. Kennedy School of Government, Harvard University

Leuven Centre for Global Governance Studies

Manitoba Chair of United Nations Studies

Mershon Center for International Security Studies, Ohio State University

Monarch Business School

Monterey Institute of International Studies

Norwegian Institute of International Affairs

Peace and Governance Programme, United Nations University

Peace Operations Training Institute

Pontificia Universidade Católica de Minas Gerais

Ralph Bunche Institute for International Studies

School of Law, Flinders University

The Centre for International Governance Innovation

The Dickey Center for International Understanding, Dartmouth College

The Elliott School of International Affairs, The George Washington University

The Graduate Institute of International and Development Studies

United States Institute of Peace

United Nations Association of Germany

Universidad Externado de Colombia

University of Alberta

University of Cape Town, Center for Film and Media Studies

University of Denver

University of Ottawa, Centre for International Policy Studies

World Academy of Arts, Literature, and Media (WAALM) School of Cultural Diplomacy

Webster University, Vienna

World Federation of United Nations Associations

Annex III

United Nations University participating centres

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

1. **United Nations University headquarters, Academic Division, Tokyo**

   http://www.unu.edu

2. **United Nations University Institute of Advanced Studies, Yokohama, Japan**

   http://www.ias.unu.edu

3. **United Nations University World Institute for Development Economics Research, Helsinki**

   http://wider.unu.edu

4. **United Nations University Maastricht Economic and social Research and training centre on Innovation and Technology, Maastricht, the Netherlands**

   http://www.merit.unu.edu

5. **United Nations University Comparative Regional Integration Studies, Bruges, Belgium**

   http://www.cris.unu.edu

6. **United Nations University Institute for Environment and Human Security, Bonn, Germany**

   http://www.ehs.unu.edu

7. **United Nations University International Network on Water, Environment and Health, Hamilton, Canada**

   http://www.inweh.unu.edu

Application Checklist

- ☐ Application form contained in annex I to the information circular.
- ☐ Proposal describing the research project:
  - ☐ Title of the research or study project;
  - ☐ Field of the research or study project;
  - ☐ Rationale for the research or study project;
  - ☐ Relationship of the research or study project to the work of the individual and to the work of the Organization;
  - ☐ Outline of topic or topics to be covered;
  - ☐ Study or research activities;
  - ☐ Detailed methodology;
  - ☐ Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;
  - ☐ Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization.
- ☐ Written endorsement by the head of department or office or chief mission support responsible for the work of the applicant during the proposed research or study project.
- ☐ Two signed letters of recommendation written within the last year.
- ☐ Written correspondence on potential acceptance between the applicant and the proposed sabbatical institution.